



North Carolina Department of Public Safety

Human Resources

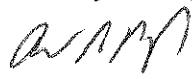
Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary
Alvin G. Ragland, Director

March 1, 2012

ADMINISTRATIVE MEMORANDUM: **04-2012**

TO: Department of Public Safety Managers and Supervisors

FROM: Alvin G. Ragland 

RE: Introduction of E-Recruit

In January, the Office of State Personnel implemented an automated recruitment and applicant tracking system. The state's E-Recruit system is through NEOGOV. The majority of state agencies began using the system in January by posting vacant positions and receiving electronic applications through the system.

The Department of Public Safety (DPS) delayed the implementation of E-Recruit based on consolidation efforts and to ensure proper implementation in the Human Resources (HR) office. The DPS HR office began posting positions in the new system effective March 1, 2012. In the initial phase, positions being posted in the system are vacancies in the Law Enforcement Division and Juvenile Justice and Delinquency Prevention (JJDP) Division. These positions are currently posted and screened within the central HR office. Therefore, no additional training to work locations is required for this portion of the implementation. We believed a phased approach would provide us with a good opportunity to begin electronic postings and gain familiarity with the new E-Recruit System.

E-Recruit may be viewed by accessing <http://www.osp.state.nc.us/jobs/>. On this initial job search web page, postings in the electronic system may be viewed. Links are also provided on this same web page to postings for agencies not currently in the electronic system. With implementation of the new system, the above mentioned positions from Law Enforcement and JJDP will be posted within the new electronic site but postings for vacant positions within the Correction Division will remain as a separate link on the job search web page.

The DPS HR office strives to make this transition as quick as possible to have the postings for the entire DPS on the electronic system. The implementation plan is developed to be fully implemented across the entire Department in the coming months.

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Managers and employees should routinely check the Office of State Personnel's job seekers web site, listed above, if interested in pursuing other career opportunities within the department. The E-Recruit system allows an applicant to request notifications when certain types of positions are posted. The system will send an automated email notification if the specified type of position is posted.

The HR office looks forward to moving the agency forward in the utilization of a streamlined, electronic recruitment and applicant tracking system. Should there be any questions, please contact Ms. Terry Penny, Ms. Tammy Penny or Ms. Margaret Murga in the DPS Office of Human Resources Management. Thank you for your attention in this matter.

AGR:TDP:mks

cc: Secretary, Reuben F. Young
Chief Operating Officer, Mikael R. Gross
Chief Deputy Secretary, Adult Correction, Jennie Lancaster
Chief Deputy Secretary, Law Enforcement, Gerald A. Rudisill
Chief Deputy Secretary, Juvenile Justice, Linda W. Hayes
Chief Deputy Secretary, Administration, Bennie Aiken